

**THE HAYNER PUBLIC LIBRARY DISTRICT
TRUSTEE MEETING MINUTES
OCTOBER 26, 2023**

**MULTI-PURPOSE ROOM
132 ALTON SQUARE MALL
ALTON, IL 62002**

1. Opening of Meeting

A. Call to Order

Mr. Kevin Botterbush, President, presided and called the meeting to order at 5:30 p.m.

B. Determination of a Quorum

Members present:

| | |
|----------------------|----------------|
| Mr. Kevin Botterbush | President |
| Mr. Peter Tassinari | Vice President |
| Mr. David Cousley | Treasurer |
| Mrs. Amber Sims | Secretary |
| Mr. Kerry Miller | Trustee |
| Mr. Edmund Morrissey | Trustee |
| Mrs. Christy Schaper | Trustee |

Others Present:

| | |
|---------------------------|------------------------------|
| Mrs. Mary Cordes | Executive Director – THPLD |
| Ms. Sue Hardin | CFS; Asst. Dir. – HR - THPLD |
| Mrs. Nancy Simpson | Jennie D. Hayner Association |
| Mrs. Stephanie Mendenhall | Jennie D. Hayner Association |

C. Recognition of Visitors to the Meeting

Mr. Botterbush welcomed and introduced the guests.

D. Approval of agenda and requested changes to consent items

1. A motion was made by Mr. Miller, seconded by Mrs. Sims to approve the agenda. There were no changes to the consent items.

A roll call vote was taken:

| | |
|------------|-----|
| Botterbush | Yes |
| Cousley | Yes |
| Miller | Yes |
| Morrissey | Yes |
| Schaper | Yes |
| Sims | Yes |
| Tassinari | Yes |

Motion carried.

2. Open Forum

Mr. Botterbush acknowledged that no “Request to be Heard” forms had been submitted.

3. Approval of Consent Items

A motion was made by Mr. Cousley, seconded by Mr. Miller, to approve the consent items as follows:

- A. Approval of minutes of the regular meeting conducted on September 28, 2023;
- B. Approval of bill lists for the periods ending August 4, 2023; August 18, 2023; and September 29, 2023 (updated), payable on the same date;
- C. Approval of the Financial Statements for the months ending July 31, 2023; August 31, 2023; and September 30, 2023.

A roll call vote was taken:

| | |
|------------|-----|
| Botterbush | Yes |
| Cousley | Yes |
| Miller | Yes |
| Morrissey | Yes |
| Schaper | Yes |
| Sims | Yes |
| Tassinari | Yes |

Motion carried.

4. Committee Reports

A. Building & Equipment

The committee met with a representative from the company that previously evaluated the efflorescence on the Hayner building (in 2003). The company had provided an exhaustive report about the condition, and after reviewing that report and speaking with the representative, the committee recommended delaying further action until the spring of 2024.

B. Finance & Insurance
No meeting; no report.

C. Personnel
No meeting; no report.

D. Long Range Plan
No meeting; no report

E. Haskell House
No meeting; Mrs. Cordes will follow up with Mr. Strebel to see if a structural engineer has been contacted to evaluate the status of the building.

F. Committee of the Whole
No meeting; no report

5. Annual Policy Ordinances

A motion was made by Mrs. Sims, seconded by Mr. Miller, to approve the following policy ordinances for fiscal year 2024:

- 23-5 Behavior Policy
- 23-6 Collection Development Policy
- 23-7 Disaster Preparedness Policy
- 23-8 Electronic Resources Acceptable Use Policy
- 23-9 Genealogy & Local History Policy
- 23-10 Interlibrary Loan Policy
- 23-11 Investment Policy
- 23-12 Operations Policy
- 23-13 Volunteer Policy
- 23-14 Sec Offender Policy
- 23-15 Ethics Policy
- 23-16 Fundraising Policy
- 23-17 Security Camera Policy

A roll call vote was taken:

| | |
|------------|-----|
| Botterbush | Yes |
| Cousley | Yes |
| Miller | Yes |
| Morrissey | Yes |
| Schaper | Yes |
| Sims | Yes |
| Tassinari | Yes |

Motion carried.

6. Review of Serving Our Public 4.0

The trustees participated in a brief discussion related to chapters 1 and 2 of *Serving our Public 4.0*. They determined that The Hayner Public Library District is meeting the standards included in the Governance and Administration Checklist.

7. Director's Report

In addition to Mrs. Cordes' written report previously submitted, the following topics were discussed;

- Digital marketing plan with Riverbender; including regular appearances on the Morning Show;
- Hayner's ongoing commitment to and support of Vintage Voices;
- Upcoming Local Author Book Fair on December 9, 2023 at Alton Square;
- Record numbers for the annual Library Crawl.

8. General Discussion

There was discussion regarding a specific patron behavior issue.

9. Adjournment

There being no further business, the meeting was adjourned at 6:12 p.m.

Approved by THPLD Board action on _____.

Amber Sims, Secretary